



7 DEC

DD/A REGISTRY  
FILE: Personnel

MEMORANDUM FOR: Deputy Director of Central Intelligence  
THROUGH : Deputy Director for Administration  
FROM : Harry E. Fitzwater  
Director of Personnel  
SUBJECT : NAPA Project Group Recommendations: Tabs A  
through H

Forwarded herewith is an approval document for your signature reflecting Executive Committee actions on 26 November 1979 regarding the NAPA Project Group recommendations in Tabs A through H.

Harry E. Fitzwater

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Attachment

Distribution:

- Orig & 1 - DDCI (Orig to be returned to D/Pers)
- 1 - ER
- 2 - DD/A
- 2 - D/Pers
- 1 - OP/PS

OP/P&C/PS/  (5 Dec 79)

STAT

APPROVAL, NON APPROVAL, OR MODIFICATION OF THE NAPA  
PROJECT GROUP RECOMMENDATIONS RESULTING FROM THE  
EXECUTIVE COMMITTEE MEETING OF 26 NOVEMBER 1979

1. Tab A - Scope and Limitation of the DCI's Authorities

Recommendation A. Modified by the Executive Committee to drop the three month deadline. Recommendation is now as follows:

Charge the General Counsel to complete the Guide to Law of Central Intelligence and to maintain the Guide as current as possible.

Approved (✓)

Not Approved ( )

Recommendation B. The Executive Committee disapproved Recommendation B, that senior managers periodically be required to read the Guide.

Approved (✓)

Not Approved ( )

Recommendation C. Modified by the Executive Committee to broaden its scope to include all special DCI authorities contained in Section 8 of the CIA Act. Recommendation is now as follows:

Charge the General Counsel with developing a statement, in the style and detail associated with a law review article, that cites the significant boundaries of the special DCI authorities contained in Section 8 of the CIA Act. This statement should be completed by 1 ~~January~~ *February* 1980. The statement is not in lieu of the Guide; its purpose is to provide a single, uniform interpretation of the boundaries of the DCI's authorities, avoiding the problem of differing conclusions drawn by laymen readers.

Approved (✓)

Not Approved ( )

2. Tab B - Criteria for Changes

Recommendation A. The Executive Committee approved the recommendation.

Do not accept the NAPA proposal for a written set of considerations for use in determining whether or not to adopt changes which stem from systems in other agencies.

Approved (✓)

Not Approved ( )

Recommendation B. The Executive Committee approved the recommendation.

The DDCI task the Director of Personnel with the responsibility for an impact analysis of proposed personnel policy changes, with the degree and extent of that analysis being appropriate to the significance of the issue.

Approved (✓)

Not Approved ( )

Recommendation C. The Executive Committee approved the recommendation.

The DDCI utilized the report from that analysis as the basis of a record of the decision made and the rationale for it; utilize the analysis as a source of information for employees in those situations where it is deemed appropriate.

Approved (✓)

Not Approved ( )

3. Tab C - Personnel Policy: Approval and Publication of Regulations

Recommendation A. Modified by the Executive Committee to require that the revisions be coordinated. Recommendation is now as follows:

Have the Director of Personnel review the [ ] and where necessary revise them in format to clearly indicate the basic Agency policy on the subject contained in that sub-series. This revision is to be completed within six months. All revisions will be coordinated. The revised regulation is to note "revised for format only", with the last date of content change also indicated. Only those [ ] reflecting policy issues need be revised. Those sub-series programmed for content change within six months after the completion of the format revision can be revised for format when revised for content.

Approved (✓)

Not Approved ( )

Recommendation B. Modified by the Executive Committee to delete the developing and issuing roles. Recommendation is now as follows:

The DCI or the DDCI continue to approve all new personnel policies or any changes in existing policies.

Approved (✓)

Not Approved ( )

4. Tab D - Authorities of the Director of Personnel

The Executive Committee delayed action on this recommendation pending further study on two options, organizationally transferring either part or all of the Office of Personnel to the DCI level.

5. Tab E - Role of Personnel Officers

Recommendation A. The Executive Committee approved the recommendation.

Have the component manager clearly define in the Advance Work Plan, the role expected from the Component Personnel Officer giving particular emphasis both to the working relationship desired between the Personnel Officer, the Career Management Officer and the line supervisor and to the four functions common to personnel specialists identified in the conclusions section of this paper.

Approved (✓)

Not Approved ( )

Recommendation B. The Executive Committee approved the recommendation.

Have the Director of Personnel clearly define in supplemental guidance through the component manager, the general role expected from Personnel Officers. If appropriate, this guidance can be issued on a Directorate-wide basis.

Approved (✓)

Not Approved ( )

6. Tab F - Office of Personnel Focal Point for Component Personnel Officers

Recommendation. The Executive Committee approved the recommendation.

A focal point for operations in the Office of Personnel not be created, but the Office of Personnel issue an updated functional directory.

Approved (✓)

Not Approved ( )

7. Tab G - Office of Personnel Operational Activities

Recommendation. The Executive Committee agreed to delete the recommendation that operations now carried out in the Office of Personnel not be delegated to directorate personnel officers as this would not allow enough flexibility.

Approved (✓)

Not Approved ( )

8. Tab H - "E" Career Service

Recommendation. The Executive Committee approved the recommendation.

Retain the "E" Career Service but with more professional "E" career positions being staffed by officers on rotational assignment.

Approved (✓)

Not Approved ( )

9. Actions indicated in paragraphs 1 through 8 above are approved.

/s/ Frank G. Carlucci

18 DEC 1979

Deputy Director of Central Intelligence

Date